

**Council Meeting: September 24, 2013****SUBJECT: Approve Budget Modification No. 13 to Appropriate \$17,700 of California Office of Traffic Safety Grant Funds for Sobriety Checkpoints****GRANT SUMMARY**

On August 29, 2013, the City Manager signed the Memorandum of Understanding (MOU) allowing the Department of Public Safety (DPS) to request and accept \$17,700 in grant funding from the California Office of Traffic Safety (OTS). The grant funding will cover the overtime costs associated with two sobriety checkpoints and equipment to be used at those checkpoints. The checkpoints will be conducted between October 1, 2013 and September 30, 2014.

The Bureau of Police Services, Division of Traffic Safety will be responsible for managing the operational functions of the grant. The Bureau of Special Operations, Division of Strategic Services will manage the financial aspects of the grant.

Granting Agency

OTS obtains and effectively administers traffic safety grant funds to reduce deaths, injuries, and economic losses resulting from traffic-related collisions. Each year OTS, through its partnership with the Traffic Safety Center at University of California, Berkeley, offers grant funds to law enforcement agencies to cover overtime expenses associated with the operation of sobriety checkpoints.

EXISTING POLICY**Council Policy 7.1.5 Donations, Contributions and Sponsorships:**

The City Manager may apply for grants of any dollar amount, but shall notify the Council when grants are being pursued. Council approval of a budget modification to appropriate grant monies is required before funds can be expended by staff. Such a budget modification shall include the use to which the grant would be placed; the objectives or goals of the City which will be achieved through use of the grant; the local match required, if any, plus the source of the local match; any increased cost to be locally funded upon termination of the grant; and the ability of the City to administer the grant. For grants under the amount of \$5,000 that do not have any external reporting requirements or any local match requirement, Council approval of a budget modification is not required. The City Manager is authorized to accept and administratively appropriate the grant funds.

This grant does not meet all of the criteria to be administratively appropriated by the City Manager; therefore a budget modification is required. Grant funds from OTS have external reporting requirements and fall under the federal single audit guidelines.

Sunnyvale General Plan

Goal SN-3, Safe and Secure City

Ensure a safe and secure environment for people and property in the community by providing effective public safety response, prevention, and education services.

Policy SN-3.5

Facilitate the safe movement of pedestrians, bicyclists and vehicles.

FISCAL IMPACT

There is no net impact to the General Fund by appropriating these grant funds. This grant will pay for overtime expenses associated with the operation of two sobriety checkpoints between October 1, 2013 and September 30, 2014. One checkpoint is required to be conducted during the Winter Holiday Mobilization (Dec/Jan), while the other is required to occur during late summer (Aug/Sep). Expenditures for each OTS approved checkpoint are reimbursable up to \$7,500 with a cumulative total of \$15,000.

An additional \$2,500 has been granted to DPS to purchase equipment that will enhance operations at the checkpoint. Items include traffic cones; signage; reflective vests for personnel; LED light wands; and LED road flares. There is no maintenance costs associated with the equipment which will be purchased through this grant. Additional grant funds will be sought to replace the equipment at the end of its useful life.

Required Local Match

NONE

Increased Cost To City Upon Grant Termination

NONE

Budget Modification No. 13 has been prepared to appropriate \$17,500 of California Office of Traffic Safety grant funds for two sobriety checkpoints and associated equipment to a new project, FY 2013/14 OTS Sobriety Checkpoints.

**Budget Modification No. 13
FY 2013/14**

| | Current | Increase/ (Decrease) | Revised |
|--|----------------|---------------------------------|----------------|
| General Fund | | | |
| <u>Revenues</u> | | | |
| 1017 — Office of Traffic Safety | \$0 | \$17,500 | \$17,500 |
| <u>Expenditures</u> | | | |
| New Project – FY 2013/14 OTS Sobriety Checkpoints | \$0 | \$17,500 | \$17,500 |

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center, and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk, and on the City's Web site.

RECOMMENDATION

Staff recommends approval of Budget Modification No. 13 to appropriate \$17,500 of California Office of Traffic Safety grant funds for two sobriety checkpoints and associated equipment to a new project, FY 2013/14 OTS Sobriety Checkpoints.

Reviewed by:

Frank J. Grgurina, Chief of Public Safety
Prepared by: Ann Durkes, Manager / BA II

Reviewed by:

Grace Leung, Director of Finance

Approved by:

Gary M. Luebbbers
City Manager